



Peer Support Specialist

Position:	Peer Support Specialist
Department:	Behavioral Health Department
Accountability:	Clubhouse Manager
Job Status:	Full-Time
Classification:	Hourly, Non-Exempt
Salary:	\$18-\$21 per hour

GENERAL DESCRIPTION:

The Peer Support Specialist is accountable to the Clubhouse Manager for the provision of a wide range of peer support services to assist members in regaining control over their own lives and over their own recovery process. The PSS provides both direct and indirect support services to members using Psychiatric Rehabilitation and Recovery principles.

ESSENTIAL JOB FUNCTIONS:

- Participate in the intake/assessment process with members
- Lead support groups in health and wellness, co-occurring disorders, recovery planning, employment support, etc.
- Participate in the development of WRAP plans with members and treatment teams
- Help organize monthly social activities open to all members
- Develop and assist members in developing community support and resources
- Assist members in conducting daily activities at the clubhouse
- Provide outreach and training to recruit members and maintain high attendance at Clubhouse
- Data entry and maintenance of county required charts, reports, and outcome measures
- Maintain confidentiality and privacy standards of client protected health information and other information and materials in accordance with agency policies and applicable regulations and laws including HIPAA
- Assist with revision and replenishment of forms, as needed
- Adhere to and uphold the standards of DCS as mandated by its' mission, purpose, guiding principles and standards of quality
- Attend staff meetings, county meetings, mandated trainings and support team meetings regularly
- Maintain warm, welcoming office grounds and facilities

NON-ESSENTIAL JOB FUNCTIONS:

- General office work, filing
- Complete other duties as assigned

EMPLOYMENT STANDARDS:

Qualifications:

- Current or former recipient of mental health services or family member of a person meeting that criteria and a willingness to acknowledge this experience to members and others, as appropriate
- Knowledge of mental health issues or experience working in social services field
- Knowledge of San Diego resources and public transportation
- Willingness to take peer counseling classes
- Access to reliable transportation

Skills:

- Work well in a team-oriented, culturally diverse environment; required
- Flexibility and strong organizational skills
- Understand and carry out verbal/written directions
- Use a computer to maintain accurate records/files
- Effective communication, including presentation skills
- Good to excellent ASL skills
- Able to maintain boundaries and composure in stressful environments

CORE COMPETENCIES:

- *Teamwork*--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- *Ethics*--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values
- *Leadership*--Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others
- *Problem Solving*--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- *Innovation*--Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- *Professionalism*--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- *Motivation*--Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.